

6. TASK ORDER REQUEST FOR PROPOSAL (TO-RFP)

The TO incorporates the TO-RFP, the ESCO's IGA/proposal, and the IDIQ (the DOE indefinite-delivery, indefinite-quantity contract) — so the agency needs to know what all of them say. The purpose of the TO-RFP is to incorporate site-specific requirements into the TO by modifying, adding to, or deleting IDIQ contract terms, as long as these changes are within the overall scope of the IDIQ.

- 6.1 Use the FEMP TO-RFP Template, which lists all the DOE IDIQ clauses that *must* be tailored to the customer agency/site, as well as the sections that *are often altered* to meet the agency's needs.
- 6.2 Those developing the TO RFP must consult with their site support experts/organizations in order to accurately identify and address the site's requirements in the TO RFP.
- 6.3 Include in the TO-RFP project-specific requirements such as the following:
 - a) Special financing provisions
 - b) The level of detail required in pricing information, including subcontractor bids
 - c) How operations and maintenance (O&M) and equipment repair and replacement (R&R) are to be handled
 - d) Environmental, safety, and health requirements
 - e) Compatibility requirements for design drawings, among other requirements
- 6.4 Note on continuity: The experts who consult on TO-RFP development could be the same as those who will review parts of the proposal and final TO-RFP before award. Continuity will facilitate efficient and effective review.